

**RULES FOR BILLING DHS FOR CHILD CARE SERVICES**

If you are billing the State of Michigan for the care of DHS recipients through the Child Development and Care Program, you must follow the rules outlined in DHS Publication 230 (Provider Handbook and Reporting Instructions for Child Care Providers).

You must keep complete and accurate records of daily attendance for all DHS-funded children you care for. For each child, the records must show the daily care begin time (when the child was placed in your care) and daily care end time (when the child left your care). **You and the parent must certify that the daily attendance records are true and correct.** These attendance records support the hours of care you report when you request childcare payment from DHS. You must keep these records for four years from the date of care for DHS auditing purposes.

You may only bill for actual hours of childcare provided. State of Michigan Holidays and absences due to the **child's** illness (not to exceed two consecutive weeks) can be reported if you charge the general public (all of your customers) for the holiday or absences due to illness and the child normally would be in your care for that day.

You may not report to DHS or bill hours for absences including:

- The hours a child is in school.
- Absences for "no shows," such as when children simply fails to attend, leaves, or is taken out of childcare without notice.
- Vacation periods of the parent/substitute parent, child, or yourself.
- "Holding a spot" for a child.
- State of Michigan holidays, when a child is not in your care for any other day during the biweekly (two-week) reporting period.
- Continuous absences – due to the child's illness – which exceed two consecutive weeks.
- Non-approved daycare activities.

DHS pays a portion of the cost of childcare for income eligible families. This portion is known as the Department Pay Percent (DP%). It is your responsibility to collect the difference between what DHS pays and what the family owes you, including fees for a private childcare service contract you have with the family. DHS will not pay the family's share (the co-payment) of the childcare payment or any unauthorized daycare expense, including daycare for non-approved activities.

The parent is responsible for any childcare charges not paid by DHS, including the cost of childcare activities that are not approved for payment by DHS.

Notice: Providing false information to DHS, or reporting (billing) hours of care not provided, may constitute fraud. This could result in:

- **Referral to the Office of Inspector General for investigation.**
- **Civil action or criminal prosecution, fines, and/or imprisonment, which could lead to license revocation.**

For more information or to review the Provider Handbook (DHS Publication 230), go to: www.michigan.gov/dhs or contact your local DHS office. ♦